

## DEPARTMENT OF THE ARMY

### Vacancy Announcement Number: GEU400561

**Opening Date:** January 29, 2004

**Cut off Date:** February 17, 2004

**Position:** Secretary (OA), GS-0318-7/FPL GS-07

**Salary:** \$33,341 - \$43,456 Annual

**Place of Work:** US Army Engineer District-Baltimore, Planning Division, Baltimore, MD

**Duty Station:** Washington, DC

**Position Status:** This is a Permanent position. -- Full Time

**Number of Vacancies:** 1

**Duties:** Serves as the secretary to the Chief and Assistant Chief, Planning Division, performing a variety of clerical, typing, and administrative duties. Applies an intimate knowledge of the channels of authority, other agencies, organizations, key personnel, etc., in accomplishing functions. Receives telephone calls and personnel callers. Maintains supervisors appointment calendar. Makes travel arrangements and hotel accommodations. Explains reports requirements and arranges with Branch Chiefs for the collection and submission of data for assembly into general reports of the Office. Reviews all reports and correspondence prepared for supervisors signature. Receives, reviews, and segregates incoming mail. Independently composes and types, in final form letters and various reports. Prepares special reports and/or assembles data on personnel matters such as budgetary data for salaries and projected salary increases. Performs a variety of miscellaneous duties and other duties as assigned.

#### Who May Apply:

- THIS IS A DELEGATED EXAMINING ANNOUNCEMENT, OPEN TO ALL US CITIZENS. APPLICATIONS MAY BE FAXED TO 410-306-1284/0106 OR MAILED TO NECPOC, 314 JOHNSON ST., APG, MD 21005, ATTN: DEU. RESUMES MUST INCLUDE THE ANNOUNCEMENT NUMBER OR THEY WILL NOT BE CONSIDERED. DO NOT INCLUDE E-MAIL ATTACHMENTS.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

#### Qualifications:

NOTES: (1) CUT-OFF FOR RECEIPT OF APPLICATIONS IS THE FIRST 30 APPLICATIONS RECEIVED OR CLOSING DATE, WHICHEVER OCCURS FIRST. (2) This position requires the skill of a qualified typist. If applying, you must be able to type a minimum of 40 words per minute, and document this in your resume/application. (3) One year of specialized experience equivalent to the GS-06 grade level in the Federal Service is required. Candidates must meet specialized experience that has equipped the applicant with the particular knowledge, skills and abilities to perform the duties of the position and that are typically in or related to a variety

of secretarial, administrative and office automation duties to include, preparing correspondence with procedural and grammatical accuracy; receiving visitors and answering phones; maintaining supervisors calendar, and maintaining files.

PLEASE ANSWER THE FOLLOWING KSAs IF THEY ARE NOT ADDRESSED IN THE CONTENT OF YOUR APPLICATION/RESUME: KSA 1. Knowledge of administrative functions. KSA 2. Ability to set up and maintain filing systems. KSA 3. Ability to provide assistance to others. KSA 4. Ability to maintain a high degree of accuracy and close attention to detail. KSA 5. Ability to utilize automated systems.

Typing - Any Grade: Qualified typist is required (40wpm).

GS-06 and above: One year of experience directly related to the occupation and equivalent to the next lower grade level. Education is not creditable, however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.

One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

**Other Information:**

- Permanent Change of Station (PCS) expenses are not authorized.

**Other Requirements:**

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- Documentation to support Military Spouse Preference needs to be submitted at time of application.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.
- You must include the announcement number on your application.
- You may claim Military Spouse Preference.
- Applicants claiming Veterans' Preference must submit required paperwork at the time of application.
- Applicants must provide a narrative that addresses each of the knowledge, skills and abilities (KSAs) on plain bond paper and submit it along with the other application materials. Information may include experience, education, training and awards as it relates to each KSA. Since you will be rated based on your possession of the KSAs listed in this announcement and a ranking determination made which affects your chance for employment, it would benefit you to provide your responses to the KSAs.

- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.

**How to Apply:**

- Resumes must be received by the closing date of this announcement.
- You may send your resume via surface mail to: NORTHEAST CPOC, DEU Staff, 314 Johnson St, APG, MD 21005
- You may fax your resume to: 410-306-1284/0106

Point of Contact: DEU Staff, NORTHEAST CPOC, 410-306-0031

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.